



STATE OF TENNESSEE

INFORMATION AND INSTRUCTIONS FOR THE TENNESSEE CAREER SERVICE EMPLOYMENT PROCESS

HOW TO OBTAIN JOB INFORMATION

Our state government is the largest employer in Tennessee with over 37,000 Career Service employees working in over 1,400 different job classifications. You may obtain information about the Career Service job classifications for which the Department of Personnel is currently accepting applications by visiting the Tennessee Department of Personnel's Career Service website at: www.ja.state.tn.us/personnel/JobSearch/index.jsp. At this site, you'll find Job Information, including a Job Search tool that will allow you to perform a customized search based on your college major, minimum salary requirements, and other search criteria. The job information provided includes job descriptions (with minimum qualifications), salary information, examination information, and number of positions/vacancies by county or by department. You should use the Job Information to identify jobs of interest to you, making sure to compare your education and experience qualifications with the requirements indicated in the job description before deciding to apply for the job.

For some jobs, you may only apply during announced opening and closing dates. When one of these job classifications is currently open, the opening and closing dates will be posted at the following web address: www.state.tn.us/personnel/employment/exam_pdf.htm. When applying for these jobs, we strongly encourage you to apply online so that your application may be processed within the announced opening and closing dates. The online application is available at: www.tennesseeanytime.org/tnjobs.

If you do not have access to the internet, you may obtain information on state job classifications or complete an online application by visiting the Department of Personnel in Nashville or by visiting one of the many Career Centers or local offices of the Department of Labor and Workforce Development located throughout the state.

HOW TO BEGIN THE APPLICATION PROCESS

The first step in the Career Service employment application process is completion of the State of Tennessee Employment Application form. The form should be completed **using black ink** so that it can be legibly reproduced. Please make sure you provide all required information. **If you omit information, it may be necessary for the Department of Personnel to return your application to you. Unsigned applications will not be accepted.**

Do not submit originals of personal documents, as they will not be returned. Legible photocopies of the application and attachments are acceptable. Your completed application should be submitted to the Department of Personnel at the address (or fax number) listed page 1 of the application form. After submitting your application to the Department of Personnel, you may be required to complete additional forms. If so, these forms will be mailed to you. Please include your social security number on all correspondence.

If you have any questions regarding the application process please call (615) 741-4841 between the hours of 8:00 a.m. and 4:30 p.m. or send your questions via e-mail to applicant.services@mail.state.tn.us.

BE SURE TO KEEP A COPY OF YOUR APPLICATION FOR YOUR FILES.

AFTER YOUR APPLICATION IS SUBMITTED

For each job classification you apply for, your application is evaluated to determine whether or not you meet the education, experience, and/or other special requirements for the job. If a job classification requires a written or computer-administered test, you will be sent testing instructions in the mail. When a job classification does not require a test, the information on your application will be used for evaluating and rating your training and experience. This may include your education, experience, and any licenses or certificates that you possess. All evaluation/examination results will be mailed to you. Applicants attaining a passing score on either a rating of their education and experience or on a written or computer-administered test will be added to the list of eligibles for the job classification for which a passing score was obtained. Scores received on a rating of education and experience are normally valid for a period of two years. Scores received on a written or computer-administered test are valid until such time as the test is revised and the register is abolished.

TESTING

Tennessee Career Service employment tests are administered on a daily basis (Mon.-Fri., except State holidays) at the Department of Personnel in Nashville. Most tests are administered on computer. No appointment is needed for the testing location in Nashville. Applicants may be admitted for testing any time between the hours of 8:30 a.m. and 1:00 p.m. Applicants wishing to test in a location other than Nashville must be scheduled for a specific testing session based on the testing location preference selected by the applicant on the application form. The testing admission letters sent to these applicants will provide the specific testing location and will either specify a date and time for testing or provide a telephone number to call to make an appointment for testing.

It is the Department of Personnel's policy to provide reasonable accommodations in testing conditions to qualified individuals with disabilities as defined by the Americans with Disabilities Act. If you wish to request an accommodation, please call (615) 741-0441 or TDD (615) 741-6276.

HIRING

As Career Service job vacancies occur, agencies request certified lists of eligible applicants to fill the vacant positions. If your score is high enough for a particular job classification, your name may be certified to the agency as an eligible applicant. You will be mailed a notice of the job opening and asked to contact the agency within seven days of the date on your notice to schedule an interview. An agency is required to make an employment decision from the top five interested and available applicants when hiring from an open list of eligible applicants and from the top three applicants when hiring from a promotional list of eligible applicants.

LATERAL TRANSFERS

If you are a current Career Service employee and would like to transfer to another position within your current classification, you may request that your name be placed on the lateral transfer list. This request can be made by telephone. No application is required. Just call the Applicant Services Division at (615) 741-4841. The lateral transfer list will be provided to hiring agencies, upon request, as vacancies occur.

INFORMATION AND INSTRUCTIONS (Continued)

--GENERAL INFORMATION--

A Change in Application Requirements: You should provide your complete education and experience background information with this application if you have not submitted a full and complete application since March, 1999. This applies to all applicants, including current State employees. This change in application procedures was made as a result of changes in the Department of Personnel's application processing and maintenance procedures. These changes have been made in an effort to enhance the quality of services provided to applicants, employees, and hiring agencies.

To Re-apply: In applying for additional jobs in the future, you may submit an abbreviated application, omitting your previous education and work experience information. However, you should always include information on the experience that you've gained since your last application. Even if you have continued in the same job, that job should be listed in job block A to show that you've continued working in that position.

Important Information: Applications must often be returned to obtain a small piece of information overlooked by the applicant. Please review your application carefully to make sure that all the requested information is included.

It is recommended that you include your name and social security number on any additional documents or supplemental information you include with your application. If you choose to fax your application, it is recommended that you write your name and social security number on each faxed page. To allow for the timeliest processing of applications, we ask that you **DO NOT** submit a duplicate of your faxed application in the mail.

BE SURE TO KEEP A COPY OF YOUR APPLICATION FOR YOUR FILES. DO NOT INCLUDE PAGE 2 WHEN YOU ARE ASKED TO PROVIDE A COPY OF YOUR APPLICATION FOR AN EMPLOYMENT INTERVIEW.

COUNTY PREFERENCES/LEGAL COUNTY CODES

On page 1 of the application form, you are asked to select your county work preferences and indicate your legal resident county. Use the county codes from the list below to record this information.

County Preferences: You may choose up to five counties for your work location preferences or you may choose **STATEWIDE "99"** to be considered for all counties. A map of Tennessee is provided to assist you in selecting the counties in which you are willing to accept employment.

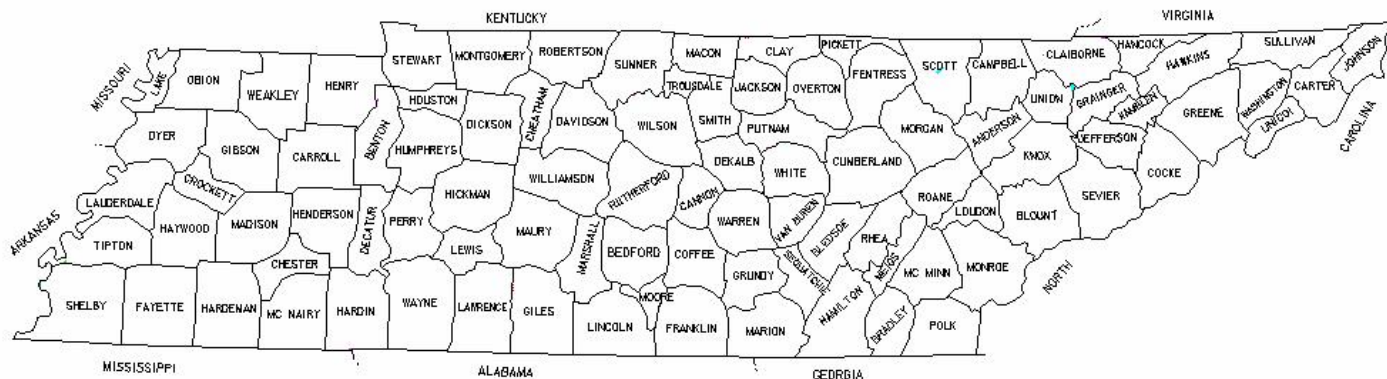
Legal Resident County: Your legal resident county is the county in which you reside and to which you definitely intend to return even though you may be temporarily absent. **Non-state residents must indicate "00" as their legal county code**

01 Anderson	15 Cocke	29 Grainger	43 Humphreys	57 Madison	71 Putnam	85 Trousdale
02 Bedford	16 Coffee	30 Greene	44 Jackson	58 Marion	72 Rhea	86 Unicoi
03 Benton	17 Crockett	31 Grundy	45 Jefferson	59 Marshall	73 Roane	87 Union
04 Bledsoe	18 Cumberland	32 Hamblen	46 Johnson	60 Maury	74 Robertson	88 Van Buren
05 Blount	19 Davidson	33 Hamilton	47 Knox	61 Meigs	75 Rutherford	89 Warren
06 Bradley	20 Decatur	34 Hancock	48 Lake	62 Monroe	76 Scott	90 Washington
07 Campbell	21 Dekalb	35 Hardeman	49 Lauderdale	63 Montgomery	77 Sequatchie	91 Wayne
08 Cannon	22 Dickson	36 Hardin	50 Lawrence	64 Moore	78 Sevier	92 Weakley
09 Carroll	23 Dyer	37 Hawkins	51 Lewis	65 Morgan	79 Shelby	93 White
10 Carter	24 Fayette	38 Haywood	52 Lincoln	66 Obion	80 Smith	94 Williamson
11 Cheatham	25 Fentress	39 Henderson	53 Loudon	67 Overton	81 Stewart	95 Wilson
12 Chester	26 Franklin	40 Henry	54 McMinn	68 Perry	82 Sullivan	
13 Claiborne	27 Gibson	41 Hickman	55 McNairy	69 Pickett	83 Sumner	
14 Clay	28 Giles	42 Houston	56 Macon	70 Polk	84 Tipton	

99 Statewide - You will be considered for vacancies throughout the state regardless of location. Use this code for county preferences only.

00 Non-state residents - Use this code for legal county information only.

Use the State of Tennessee map below to assist you in selecting county preferences.



Attention Applicants: You may retain the instruction sheet for your records. You do not need to submit it with your application.